

APPLICATION FOR COURSE REGISTRATION

SCHOOL NAME: _____

ADDRESS: _____

COORDINATOR'S NAME: _____ SCHOOL CODE (if assigned): _____

SCHOOL PHONE #:() SCHOOL FAX #:()

E-MAIL ADDRESS: _____

NAME OF COURSE: _____

NAME OF INSTRUCTOR(s): _____
(attach instructor application and resume for each new instructor)

NUMBER OF CREDIT HOURS REQUESTED: _____ NUMBER OF CLASS SESSIONS: _____

TIME SPENT PER SESSION: _____ TOTAL HOURS IN THE COURSE: _____

ATTENDANCE FEE:\$ _____ TYPE OF CE CREDIT REQUESTED: ☐ Elective ☐ Mandatory

Proposed dates, times and locations for this course: _____

Method(s) of instruction (lecture, group work, etc.) to be used: _____

Attendance policy and procedure for maintenance of records: _____

This school is (check one):

- ☐ an institution which is accredited by the north central association of college and secondary schools accrediting agency;
- ☐ an area vocational or vocational-technical school as defined by K.S.A. 72-4412 and amendments thereto;
- ☐ a proprietary school which has been issued a certificate of approval pursuant to the Kansas Proprietary School Act (New schools - attach copy of certificate);
- ☐ an agency of the state of Kansas; or
- ☐ a similar institution, approved by the commission, in another state.

OTHER REQUIRED INFORMATION – the following must accompany this application.

1. Detailed course outline – include time required to present each subsection.
2. Course objectives – what the student will be able to do after completing this course.
3. Textbook, student manual or any handout material.
4. Sample of advertisement/enrollment form.

Date

Signature of Coordinator

Remit this application and all enclosures to Kansas Real Estate Commission, Three Townsite Plaza, Suite 200, 120 SE 6th Ave., Topeka, KS 66603-3511. If you have any questions, call Kelly White at (785) 296-2099 or e-mail her at kelly.white@krec.state.ks.us.

TIME	DETAILED CONTENT OUTLINE – Break into segments no longer than 15 minutes. Also indicate length of break(s).	LEARNING OBJECTIVES – Please provide a minimum of three to five Learning Objectives for every three hours of your course. A Learning Objective defines: “WHAT WILL THE STUDENT BE ABLE TO DO UPON COMPLETION OF THIS COURSE?”
SAMPLE		
5 minutes	Five fiduciary responsibilities of an agent to his client	The student will be able to define either verbally or in writing the five fiduciary responsibilities an agent has to his client and give an example of how each of the five responsibilities could be applied in a real estate transaction.
10 minutes	a. confidentiality	
10 minutes	b. obedience	
5 minutes	c. loyalty	
5 minutes	d. accounting	
15 minutes	e. disclosure	